

Student Employee?  Yes  No

Print clearly using black or blue ink.

Personal Information	
<b>Name:</b>	_____
	(Last) _____ (First) _____ (Middle Name / Initial) _____
<b>SSN:</b>	_____ - _____ - _____
<b>gtID#:</b>	_____
<b>Local Address:</b>	_____
	(All correspondence will be sent to this address) (Number & Street)
	(City) _____ (State) _____ (Zip) _____ (County) _____
<b>Personal Telephone #:</b>	(_____) _____ - _____
<b>GT Work Telephone #:</b>	(_____) _____ - _____
<b>Indicate home information you wish included in GT online and printed faculty/staff directories:</b>	
<input type="checkbox"/> Home address and phone number <input type="checkbox"/> Home phone only <input type="checkbox"/> Home address only <input type="checkbox"/> No home information (default)	
<b>Gender:</b>	<input type="checkbox"/> M <input type="checkbox"/> F <b>Marital Status:</b> <input type="checkbox"/> Married <input type="checkbox"/> Single

Educational Information	
<b>Please indicate the highest education level achieved (check one):</b>	
<input type="checkbox"/> H.S. Credit	<input type="checkbox"/> Associate Degree (2 yr. College)
<input type="checkbox"/> H.S. Diploma / GED	<input type="checkbox"/> Bachelor's Degree
<input type="checkbox"/> Some College	<input type="checkbox"/> Some Graduate Credit
<input type="checkbox"/> Master's Degree	<input type="checkbox"/> Doctorate: Academic (PhD, EDD, DSC, DGA)
<input type="checkbox"/> Specialist - EDS	<input type="checkbox"/> Post Doctoral Credit
<input type="checkbox"/> Doctorate: Professional (DVM, MD, DDS, JD)	<input type="checkbox"/> ABD - All but dissertation
Please list degrees (associate degrees and above):	
<b>Degree</b>	<b>Major</b>
<b>Awarding Institution</b>	<b>Month/Year Awarded</b>
GTRI student employees:	
<b>Degree Pursuing</b>	<b>Major</b>
<b>Name of Institution (if other than Georgia Tech)</b>	

Other Information	
<b>Date of Birth:</b> ____/____/____	<b>Birthplace:</b> _____
	(Month / Day / Year) (City) (State) (Country)
<b>Citizenship Status:</b>	<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> U.S. Permanent Resident <input type="checkbox"/> Other citizenship: _____ U.S. Visa Status: _____ (Must complete GLACIER tax compliance software)
<b>Are you Hispanic or Latino? (Choose only one)</b>	
<input type="checkbox"/> No, not Hispanic or Latino <input type="checkbox"/> Yes, Hispanic or Latino (A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.)	
<b>What is your race? (Choose one or more races below)</b>	
<input type="checkbox"/> <b>American Indian or Alaska Native</b> (A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.) <input type="checkbox"/> <b>Asian</b> (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Vietnam and Laos.) <input type="checkbox"/> <b>Black or African American</b> (A person having origins in any of the black racial groups of Africa.) <input type="checkbox"/> <b>Native Hawaiian or Other Pacific Islander</b> (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.) <input type="checkbox"/> <b>White</b> (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)	
<b>Previous GT Employee?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No              (Approx. Dates): _____
<b>Previous Georgia State Agency / University System of Georgia Employee?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No              Agency/Institution Name: _____
<b>GT Home Dept.:</b>	<b>Job Title:</b> _____
<b>Emergency Contact Person:</b>	<b>Relationship:</b> _____
<b>Address (if different from employee):</b> _____	
	(Number & Street)
	(City) _____ (County) _____ (State) _____ (Zip) _____ (Country) _____
<b>Emergency Telephone:</b>	(_____) _____ - _____

## PERSONAL DATA FORM

### Veteran Status / Military Status Codes

**Veteran Status (choose all that apply):**

Non Veteran (N)

Recently Separated Veteran

Date of Discharge: \_\_\_\_\_

Military Status Codes:

Active Reserve (R)

*Definitions on Page 2*

Vietnam Era Veteran (V)

Other Protected Veteran (O)

National Guard Active (G)

Disabled Veteran (D)

Armed Forces Service Medal Veteran (M)

**Have you ever been convicted of a crime? Please check one box:**  Yes  No

If your answer above is “yes” to a conviction, check all that apply:

Felony?  Yes  No

Misdemeanor?  Yes  No

**Are any charges currently pending against you for any violation of any federal law, state law, county, military, or municipal law, regulation, or ordinance?**  Yes  No

For the purposes of this application process, criminal convictions include any adjudication of guilt by a judge or jury for any crime. This does not include minor traffic offenses, but does include “no contest” pleas, first-offender treatment, convictions under appeal and pardoned convictions. Minor traffic offenses are those that do not involve driving while under the influence of alcohol or other drugs and did not result in imprisonment and/or an imposed fine of less than \$250. If you have been convicted of a crime in any jurisdiction for any violation of any federal law, state law, county, military, or municipal law, regulation, or ordinance, we may need for you to provide the official documentation of the conviction from an authorized law enforcement agency prior to starting work with this institution.

If your answer is yes to any of these questions, list the conviction or pending charge below. Include those that resulted in paying a fine of more than \$250, being put on probation, and/or incarceration (jail time). If you need more space, please provide us with the complete explanation on a separate page.

Conviction Charges or Pending Charges	Date	City/State of Conviction or Pending Charge

NOTE: Convictions and the nature of your affiliation with Georgia Tech will be taken into consideration prior to engagement of work.

### Definitions on Veterans

**Recently Separated Veteran:** a veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval or air service. A discharge date must be listed for any person who is a recently separated veteran according to this definition.

**Armed Forces Services Medal Veteran:** a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces Services Medal was awarded pursuant to Executive Order 12985. A veteran’s discharge form (DD Form 214) indicates whether a veteran received a service medal.

**Disabled Veteran:** (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans’ Affairs or (ii) a person who was discharged or released from active duty because of a service connected disability.

**Vietnam Era Veteran:** a person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service-connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.

**Other Protected Veteran:** a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.



Georgia Institute of Technology
SECURITY QUESTIONNAIRE

NOTICE: The Sedition and Subversive Activities Act of 1953 (Ga. Laws, 1953), as amended, requires each individual utilizing public facilities on a campus of the Georgia Institute of Technology or acting in an adjunct role, to complete and sign a questionnaire which is designed to establish that there are no reasonable grounds to believe that he/she is a subversive person.

INSTRUCTIONS: Prepare in original only. Fill in all items. If more space is needed for any item, or explanation, continue under Item 5. Please type or print in ink.

1 Name

Other Names Used: (Maiden name, names by former marriages, former names changed legally or otherwise: Aliases, nicknames, etc. Specify which, and show dates used.)

2 Address

(Street and No.) (City) (State) (Phone No.)

3(A) Have you ever been convicted of a crime? Please check one box: Yes No

If your answer above is "yes" to a conviction, check all that apply:

Felony? Yes No
Misdemeanor? Yes No

3(B) Are any charges currently pending against you for any violation of any federal law, state law, county, military, or municipal law, regulation, or ordinance? Yes No

For the purposes of this application process, criminal convictions include any adjudication of guilt by a judge or jury for any crime. This does not include minor traffic offenses, but does include "no contest" pleas, first-offender treatment, convictions under appeal and pardoned convictions. Minor traffic offenses are those that do not involve driving while under the influence of alcohol or other drugs and did not result in imprisonment and/or an imposed fine of less than \$250.

If your answer is yes to any of these questions, list the conviction or pending charge below. Include those that resulted in paying a fine of more than \$250, being put on probation, and/or incarceration (jail time). If you need more space, please provide us with the complete explanation on a separate page.

Table with 3 columns: Conviction Charges or Pending Charges, Date, City/State of Conviction or Pending Charge

Note: Convictions and the nature of your affiliation with Georgia Tech will be taken into consideration prior to engagement of work.

Note: Before signing this form, check all answers and explanations to see that you have answered all questions fully and correctly. This form is to be executed under oath subject to the penalties of false swearing as prescribed in Code Section 26-2402 of the Criminal Code of Georgia.



Georgia Institute of Technology
SECURITY QUESTIONNAIRE

Affidavit of Verification

State of \_\_\_\_\_ County \_\_\_\_\_

Personally appeared before the undersigned attesting officer, duty authorized to administer oaths, \_\_\_\_\_ (Print Name)

who, after being sworn, deposes and says and declares under penalties of false swearing that he or she is the person who executed the foregoing instrument; that he or she has read and completed the same and knows and understands the contents thereof; that the matters stated therein and the answers and information furnished by him or her in the foregoing questionnaire, including any attachments thereto, are true and correct.

SWORN TO AND SUBSCRIBED BEFORE ME \_\_\_\_\_ (Signature of Employee, Affiliate or Adjunct)

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

(Notary Public)

County of \_\_\_\_\_ My commission expires \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

(Affix Seal)

Board of Regents University System of Georgia
Loyalty Oath

State of \_\_\_\_\_ County \_\_\_\_\_

I, \_\_\_\_\_, a citizen of \_\_\_\_\_ (US State/Non-US Country)

will use public facilities on the campus of the Georgia Institute of Technology and I do hereby solemnly swear and affirm that I will support the Constitution of the United States and the Constitution of the State of Georgia.

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ (Signature of Employee, Affiliate or Adjunct)

Sworn to and subscribed before me this day and year above set out.

(Notary Public)

(Affix Seal)

PLEASE NOTE THAT EACH OF THE ABOVE DOCUMENTS, THE SECURITY QUESTIONNAIRE AND THE LOYALTY OATH, MUST BE SIGNED AND NOTARIZED. COS B-11-0801

**BOARD OF REGENTS OF THE UNIVERSITY  
SYSTEM OF GEORGIA BY AND ON BEHALF OF  
GEORGIA INSTITUTE OF TECHNOLOGY**

Atlanta, Georgia

**\*\*NOTE:** Sign Reverse Side

Revised January 2011

**AGREEMENT**

**Providing for the Assignment and  
Administration of Intellectual Properties**

This instrument constitutes an agreement between the Board of Regents of the University System of Georgia, ("Board of Regents") and:

\_\_\_\_\_ (Name),

\_\_\_\_\_ (Department),

\_\_\_\_\_ (GT ID#) employee of Georgia Institute of Technology, ("Employee"). For and in consideration of the employment of the Employee by the Georgia Institute of Technology ("Institute") under the authority of the Board of Regents, Employee agrees to the following:

**I. Intellectual Property Assignments**

Employee agrees that if during the period of employment he/she shall invent, discover, author or develop any new process, products, art, machine, method of manufacture, or composition of matter or any new hardware, firmware, or software technology or improvement thereof or know-how, trade secret or work of authorship or trademark, service mark, or trade name, and other rights in and to such intellectual property as may be recognized by foreign jurisdictions where applicable, in connection with Employee's work at the Institute ("Intellectual Property"), he/she shall promptly and fully disclose such Intellectual Property, in writing, to the officers of the Institute and the Georgia Tech Research Corporation ("GTRC"). If requested to do so by GTRC, Employee will, at GTRC's expense and through an agent or agents selected by GTRC, apply every endeavor to obtain letters patent, copyright or trademark registration or other protection of the United States and/or of any state or foreign countries covering such Intellectual Property ("Intellectual Property Protection"). Employee hereby assigns to GTRC all right, title and interest and, where applicable, waives moral rights in and to said Intellectual Property and/or such Intellectual Property Protection that is filed, issued or maintained thereon. Employee will execute all documents and do all things requested by the Institute or GTRC to further secure such Intellectual Property Protection. The legal expenses associated with each and every one of such actions, if such actions are requested by the Institute or GTRC, are to be at the expense of GTRC. Employee agrees that all such Intellectual Property and all forms of Intellectual Property Protection issued thereon shall belong to and be the property of GTRC.

The foregoing obligations extend to any and all Intellectual Property which may be disclosed subsequent to Employee's term of employment if the Intellectual Property pertains to work performed by Employee in the course of his/her employment.

**II. Maintenance and Availability of Notes**

Employee agrees to keep complete and systematic records and notebooks that are properly witnessed in writing, in accordance with the form approved by the Institute and GTRC, including notes on all experimental and research work, descriptions, diagrams and other data, pertaining to Intellectual Property made during Employee's period of employment, which materials shall be available during all normal working hours at the request of the Institute or GTRC. All aforementioned materials are to be and shall remain the property of GTRC.

**III. Disclosure of Information**

Employee agrees not to disclose during his/her term of employment and or five (5) years or such longer time after the term of employment as may be agreed upon by the Employee and the Institute, any proprietary/confidential information in reference to any project or intellectual property which Employee shall obtain or which shall come to his/her knowledge during his/her term of employment, unless:

- (1) specifically authorized in writing to do so by the Vice President for Research or his/her duly authorized representative, or
- (2) publication or other means of releasing the information has been approved in writing by the Vice President for Research or his/her duly authorized representative.

"Proprietary/confidential information" shall include, but shall not be limited to:

(1) computer software, firmware or hardware, whether or not owned by the Institute or GTRC, unless specified in writing to be nonproprietary or nonconfidential. The term "software" as used in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audiovisual components (menus, screens, structure and organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation diagrams, flow charts, designs, drawings, specifications, models, data, and bug reports;

(2) classified projects;

(3) research, development, or testing projects covered by nondisclosure agreements or pursuant to which the sponsor retains a proprietary interest in the results of work; and

(4) any invention, new technology or discovery developed at the Institute, including, but not limited to any information or "know-how" which relates to such.

#### IV. Incorporation of Patent, Copyright & Other Intellectual Property Policies

The Institute's Intellectual Property Policy and such other policies covering intellectual property as may be established by the Institute from time to time and as may be in effect during the term of this Agreement are hereby incorporated and made a part of this Agreement, and, as applicable, said policies shall govern the interpretation of this Agreement.

This \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**EMPLOYEE**

By: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*Signature of employee

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(SEAL)

The Georgia Tech Research Corporation shall pay the Employee the first \$2500 of gross income derived from the commercialization of any intellectual property other than videotapes or multimedia material created or developed by the Employee, subject to the terms and conditions of the Institute's then-current Intellectual Property Policy and other Institute policies covering intellectual property, applicable third party agreements, and applicable Federal Law. Thereafter, the net income derived from the commercialization of any intellectual property created or developed by the Employee and any royalties attributable to Employee derived from the licensing or sale of other types of intellectual property (e.g., copyrighted material, material treated as a trade secret such as software, etc.) shall also be governed by the Institute's then-current policies pertaining to such material.

Should any such invention, discovery, or development be created, discovered, or developed jointly by more than one Employee, the income and/or royalties derived from the commercialization, licensing, or sale of such invention, discovery, or development shall inure jointly to the Employees and be distributed in an amount proportionate to the percentage of the Employees' ownership as listed in the original invention disclosure, subject to the Institute's then current Intellectual Property and such other policies covering intellectual property.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**GEORGIA TECH RESEARCH CORPORATION**

By: \_\_\_\_\_

Name/Title \_\_\_\_\_